

THE PEOPLE MENTOR

AI Usage Policy

Effective date: May 2026

Last updated: May 2026

1. Introduction

At The People Mentor we are committed to transparency, trust, and responsible practice in everything we do. That includes being open about the role that artificial intelligence plays in how we work.

Artificial intelligence tools are now a normal part of how many businesses operate, and The People Mentor is no different. We use AI to support the behind-the-scenes work of running our business - from developing content ideas to drafting written resources. We believe in being straightforward about this, rather than leaving clients and learners to wonder.

This policy explains what AI tools we use, how we use them, what we do not do with them, and how client data is protected in the process. It applies to all clients, learners, website visitors, and social media followers who engage with The People Mentor.

The EU AI Act 2024 makes disclosure about the use of AI mandatory. This policy fulfils that obligation. We also consider transparency about AI to be simply the right thing to do.

2. How We Use AI

The People Mentor uses AI tools to support the efficient and effective running of our business. The primary tool we use is Claude, produced by Anthropic. We may also use AI features within other platforms we use for design, content, and administration.

Specifically, we may use AI to assist with:

- Content creation, including drafting LinkedIn posts, newsletter issues, email communications, blog content, and social media captions.
- Script and resource development for programmes, training materials, and CPD-accredited content.
- Idea generation, content planning, and research to inform our programmes and communications.
- Internal productivity tasks including document drafting, policy writing, and administrative processes.
- Developing frameworks, tools, and written resources used within our membership and coaching programmes.

All AI-generated content is reviewed, edited, and approved by Nicola Richardson before it is shared with clients, published publicly, or used within a programme. The People Mentor takes full responsibility for the accuracy, quality, and appropriateness of everything we produce and deliver, regardless of the tools used in its creation.

AI assists us. It does not replace human judgement, professional experience, or the personal care we put into every piece of work. With 33 years of experience in leadership development and people management, Nicola's expertise is what shapes everything we produce. AI is a tool in service of that, not a substitute for it.

3. What We Do Not Use AI For

We want to be equally clear about what we do not do with AI. The People Mentor does not use AI for the following:

- Fully automated decision-making that has a legal or significant effect on any client or learner without human review and oversight.
- Generating coaching advice, feedback, or programme content that is presented as human-written when it has not been reviewed and approved by Nicola Richardson.
- Replacing the personal, human-centred coaching and facilitation that is central to how we work.
- Inputting identifiable or sensitive client data into public AI platforms. Please see section 4 for our full approach to AI and personal data.

4. AI and Personal Data

The protection of your personal data is a priority for The People Mentor, including in the context of AI use. We adhere to the following principles:

- We will never knowingly input personally identifiable client or learner data into any public AI platform.
- We do not share client names, contact details, session content, or any other personal information with AI tools without a clear legal basis and appropriate safeguards in place.
- Where AI tools are used as part of our business operations, and those tools process any data, we ensure they are subject to appropriate data protection agreements and are GDPR-compliant.
- We do not use AI to make fully automated decisions about individuals that have a legal or similarly significant effect without human review.

Our full approach to personal data is set out in our Data Protection and Privacy Policy, which is available on our website. If you have any questions about how your data is handled, please contact us at hello@thepeoplementor.co.uk.

5. Transparency and Responsibility

The People Mentor is fully responsible for everything we produce and deliver. The use of AI tools does not diminish that responsibility.

We disclose our use of AI in this policy and will make additional disclosures where required by law or where it is relevant and useful for a client or learner to know. If you ask us directly whether AI has been used in producing a specific piece of work, we will answer you honestly.

We are committed to staying informed about developments in AI regulation, including the EU AI Act 2024 and any UK equivalents, and updating our practices accordingly.

6. Limitations of AI-Generated Content

We believe in being honest about the limitations of AI as a tool. AI-generated content can occasionally contain inaccuracies, reflect outdated information, or lack the contextual nuance that human expertise provides.

This is precisely why every piece of AI-assisted content produced by The People Mentor is reviewed and edited by Nicola Richardson before use. However, we still recommend that clients and learners apply their own professional judgement when acting on any information or guidance they receive, and seek appropriate specialist advice where the stakes require it.

Leadership development and people management decisions have real consequences for real people. We take that seriously, and AI will never be the final word on anything we deliver.

7. Copyright and Intellectual Property

All content produced by The People Mentor, whether AI-assisted or otherwise, remains the intellectual property of The People Mentor. AI tools are used as a support in the creative and drafting process; the ideas, direction, expertise, and final output belong to us.

We take care to ensure that AI-generated content does not infringe the intellectual property rights of others. We do not use AI to reproduce, replicate, or pass off the work of others as our own.

Our content is protected by copyright. Clients and learners may use materials provided within their programmes for their own professional development purposes, but may not reproduce, share, or redistribute them without our prior written permission.

8. Your Rights and Choices

If you have concerns about the use of AI in connection with your project, programme, or data, please let us know. We are happy to discuss how AI is and is not being used in our work with you and to answer any questions you have.

If you would prefer that AI tools are not used in relation to a specific piece of work or deliverable, please raise this with us when you enquire or enrol. We will make reasonable efforts to accommodate your preference. We will let you know if this is not possible, so that you can make an informed decision about proceeding.

To raise a question or preference about AI use, please contact:

Nicola Richardson

Founder, The People Mentor

Email: hello@thepeoplementor.co.uk

Website: www.thepeoplementor.co.uk

9. Associates and Contractors

Any associate trainer, coach, facilitator, or contractor working on behalf of The People Mentor is required to adhere to the principles set out in this policy when carrying out work for us. In particular, they must not input client personal data into public AI platforms and must ensure that any AI-assisted work is reviewed and meets the quality standards of The People Mentor before delivery.

10. Policy Updates

The landscape around AI and AI regulation is developing quickly. We will review and update this policy as our use of AI evolves, as new tools become part of how we work, and as legislation requires. The most current version of this policy will always be published on our website.

We will notify clients and learners of any material changes to this policy by email where we hold your contact details.

11. Related Policies

This policy should be read alongside the following, all of which are available on our website:

- Data Protection and Privacy Policy
- Ethical, Behavioural and Commercial Standards Policy
- Equal Treatment Policy
- Terms and Conditions

This policy is effective from May 2026 and was last reviewed in May 2026. It reflects the disclosure requirements of the EU AI Act 2024 and our own commitment to transparent and responsible use of AI. The current version will always be published on our website.